



Receiving Officials/COR Computer Based Training for FBMS

A supplementary
guide to FBMS
Acquisitions
Receiving Module.



You have new responsibilities

- FBMS is changing the way we do business. As Receiving Officials/CORs you have an important part in ensuring that invoices are correct and accepted for payment.
- You must now electronically certify receipt of goods and/or services.
- This is done through FBMS by entering a Goods Receipt (GR)/Service Entry Sheet (SES).

How important is it to do this?

- Extremely important!
 - We cannot pay the vendors without this process.
 - Financial records will not be updated correctly without this process.
- REMEMBER:
 - Quantities that exceed the ordered amount must have a purchase order modification completed before the receipt process can take place.

What is Workflow?

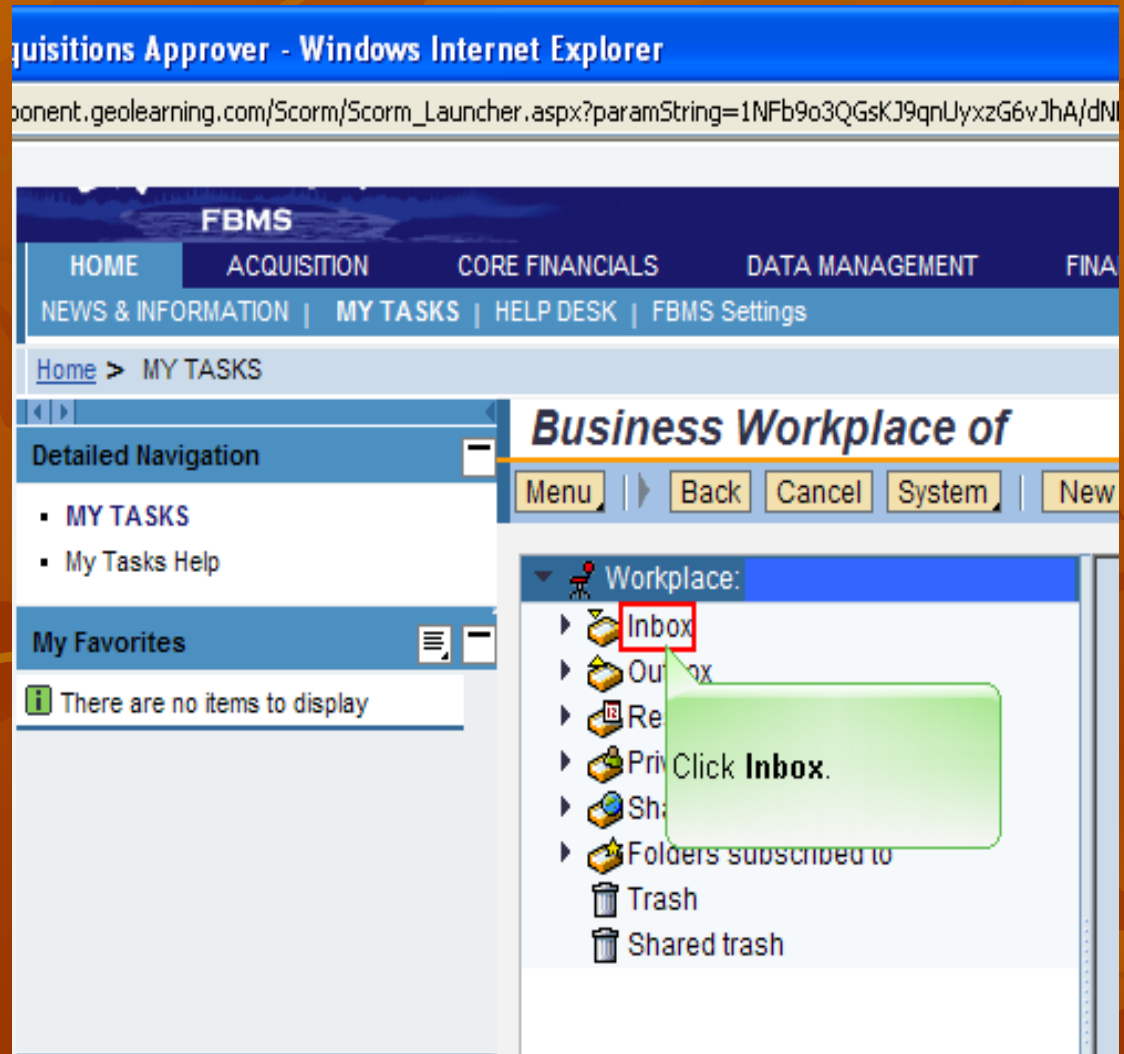
- Workflows are tasks contained in FBMS that must be completed.
- An email notice reminds you that you have a workflow task to take action on.
- It won't let you forget....
 - After day 4 and day 6 you get an email reminding you that you have tasks to do.
- Notifications come to your email account.
- Tasks are completed through your My Tasks in the portal.

How do I get there?

1. Log onto FBMS at www.fbms.doi.net
2. Username = Active directory logon + blm.gov (i.e., jdoe@blm.gov)
3. Password = Active directory password

Now for workability
you need to double
click the FBMS Icon
and a second tab
opens on your
screen.

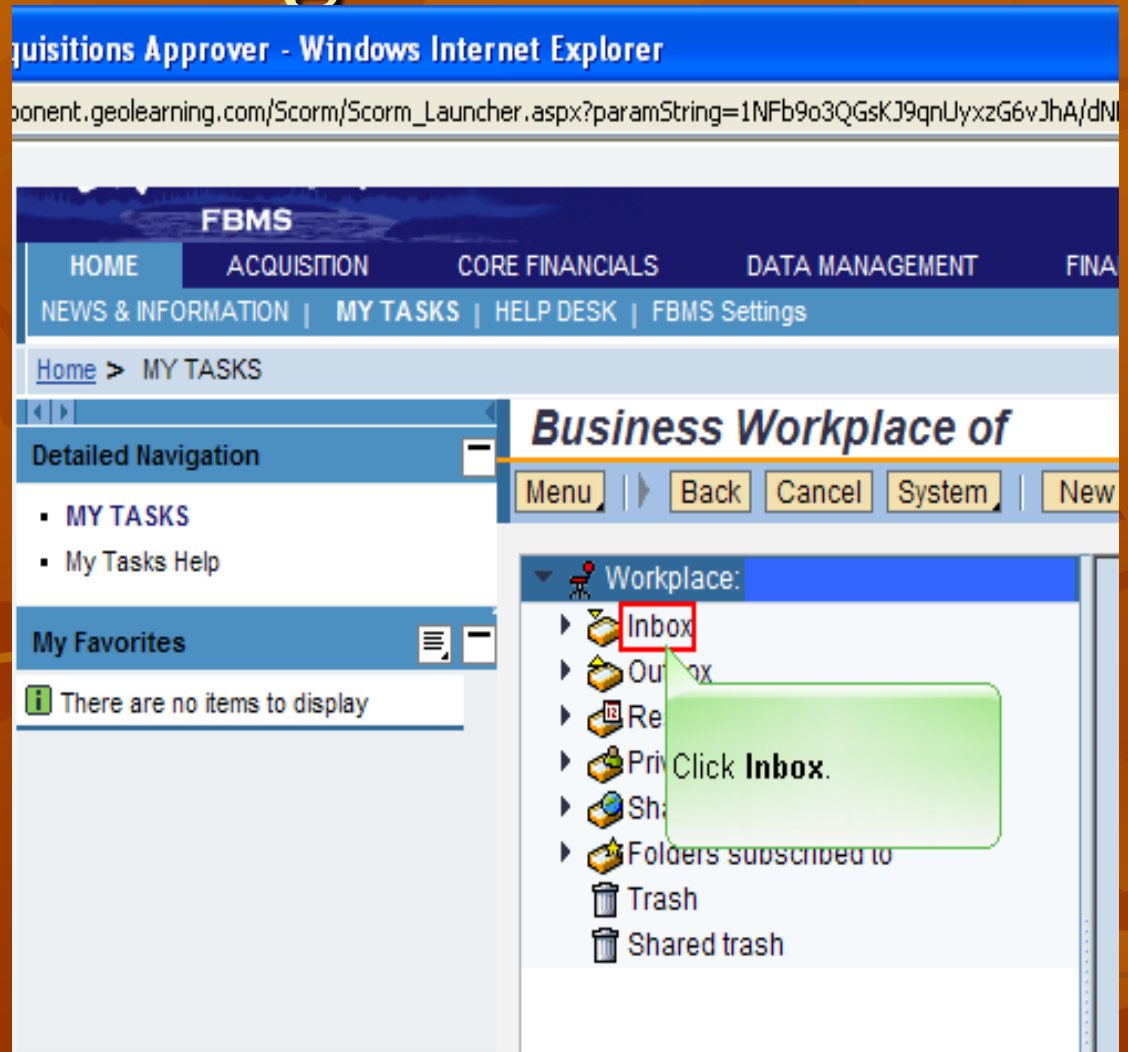
Both tabs will be used later
in this presentation,
you can open as many
tabs as you need.



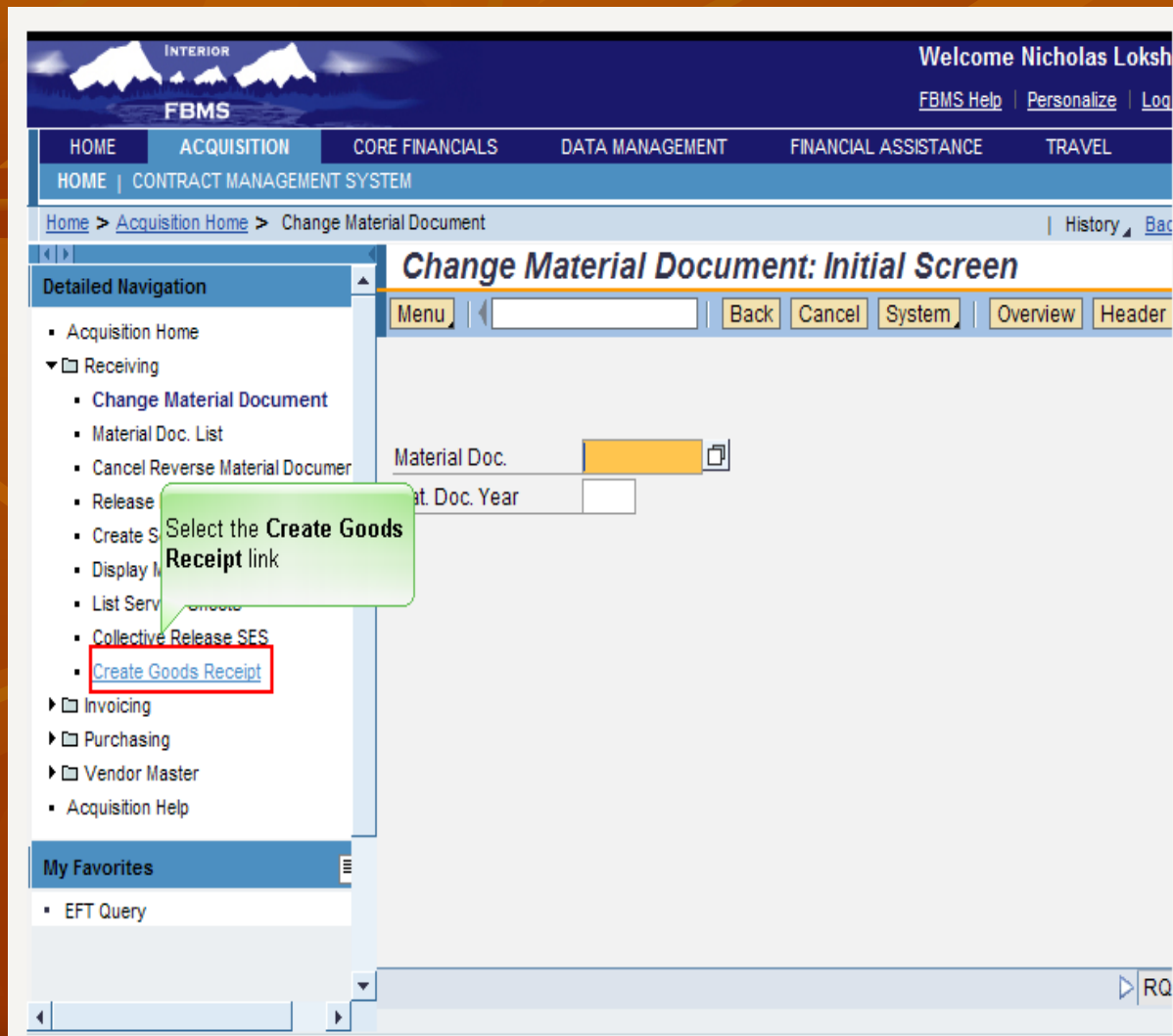
How do I get there?

In the first tab:

1. Click on Home
2. Click on My Tasks
3. Click on Inbox
4. Click on Workflow



How do I Create a Goods Receipt?



1. Log onto FBMS at www.fbms.doi.net
2. Username = Active directory logon +blm.gov (i.e., jdoe@blm.gov)
3. Password = Active directory password)
4. Click on Acquisition
5. Click on Receiving
6. Click on Create Goods Receipt.

INTERIOR

Welcome Nicholas Loksh

FBMS

FBMS Help | Personalize | Log

HOME ACQUISITION CORE FINANCIALS DATA MANAGEMENT FINANCIAL ASSISTANCE TRAVEL

HOME | CONTRACT MANAGEMENT SYSTEM

Home > Acquisition Home > Change Material Document > Create Goods Receipt | History | Back

Detailed Navigation

- Acquisition Home
- Receiving
 - Change Material Document
 - Material Doc. List
 - Cancel Reverse Material Document
 - Release Blocked Stock via Mat. Doc.
 - Create Service Entry Sheet
 - Display Material Document
 - List Service Sheets
 - Collective Release SES
 - Create Goods Receipt
- Invoicing
- Purchasing
- Vendor Master
- Acquisition Help

My Favorites

- EFT Query

Purchase Order

Purchase Order Number: L09PX00200

Purchase Order Items

Item Number	Type	Unit
	L09PX00200	
	Purchase Order Number	
	field, then press Enter.	

Row 0 of 0

MIGO Details

GR Goods Receipt: 101 - Creates Goods Receipt & Acceptance

Purchase Order Item:

Short Text:

Document Header Text:

Unit:

Scheduled Quantity:

Quantity Received:

Quantity:

On this screen you will enter the purchase order number

The rest of the details will populate.

What to pay attention to:

- You will be accepting for one line item at a time. Select the line item and look at the MIGO Details Section
- Look at:
 - GR Goods Receipt
 - Defaults to 101 and This represents a Movement type.
 - Scheduled Quantity
 - Quantity Received
 - Quantity
 - Enter the actual qty Received.
 - *OPTIONAL: Enter a Delivery Note

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FINANCIALS DATA MANAGEMENT FINANCIAL ASSISTANCE TRAVEL

Document > Create Goods Receipt | History | Back

Purchase Order Number: 400000000

Purchase Order Items

Item Number	Short Text
00010	FBMS TOUR PARTY BUS
00020	FBMS H3 HYBRID

Row 1 of 2

MIGO Details

GR Goods Receipt: 101 - Creates Goods Receipt & Acceptance

Purchase Order Item: 00020

Short Text: FBMS H3 HYBRID

Document Header Text:

Unit: EA

Scheduled Quantity: 3

Quantity Received: 0.0

Quantity: 3.0

Delivery Date: 8/15/2008

Delivery Note:

COR/RO fills in this block

Remember:

Document date must equal the actual acceptance date of the goods/supplies.

Posting date is the creation date of the goods receipt.

Note: Any fields that are greyed out cannot be changed and come from the Purchase Order

And then Press Submit

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HOME ACQUISITION CORE FINANCIALS DATA MANAGEMENT FINANCIAL ASSISTANCE TRAVEL

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Detailed Navigation

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 - Collective Release SES
 - Create Goods Receipt**
- Invoicing
- Purchasing
- Vendor Master
- Acquisition Help

My Favorites

- EFT Query

00020 FBMS H3 HYBRID

Row 1 of 2

MIGO Details

GR Goods Receipt: 101 - Creates Goods Receipt & Acceptance

Purchase Order Item: 00020

Short Text: FBMS H3 HYBRID

Document Header Text:

Unit: EA

Scheduled Quantity: 3

Quantity Received: 0.0

Quantity: 1.0

Delivery Date: 8/15/2008

Delivery Note:

Document Date: 8/15/2008

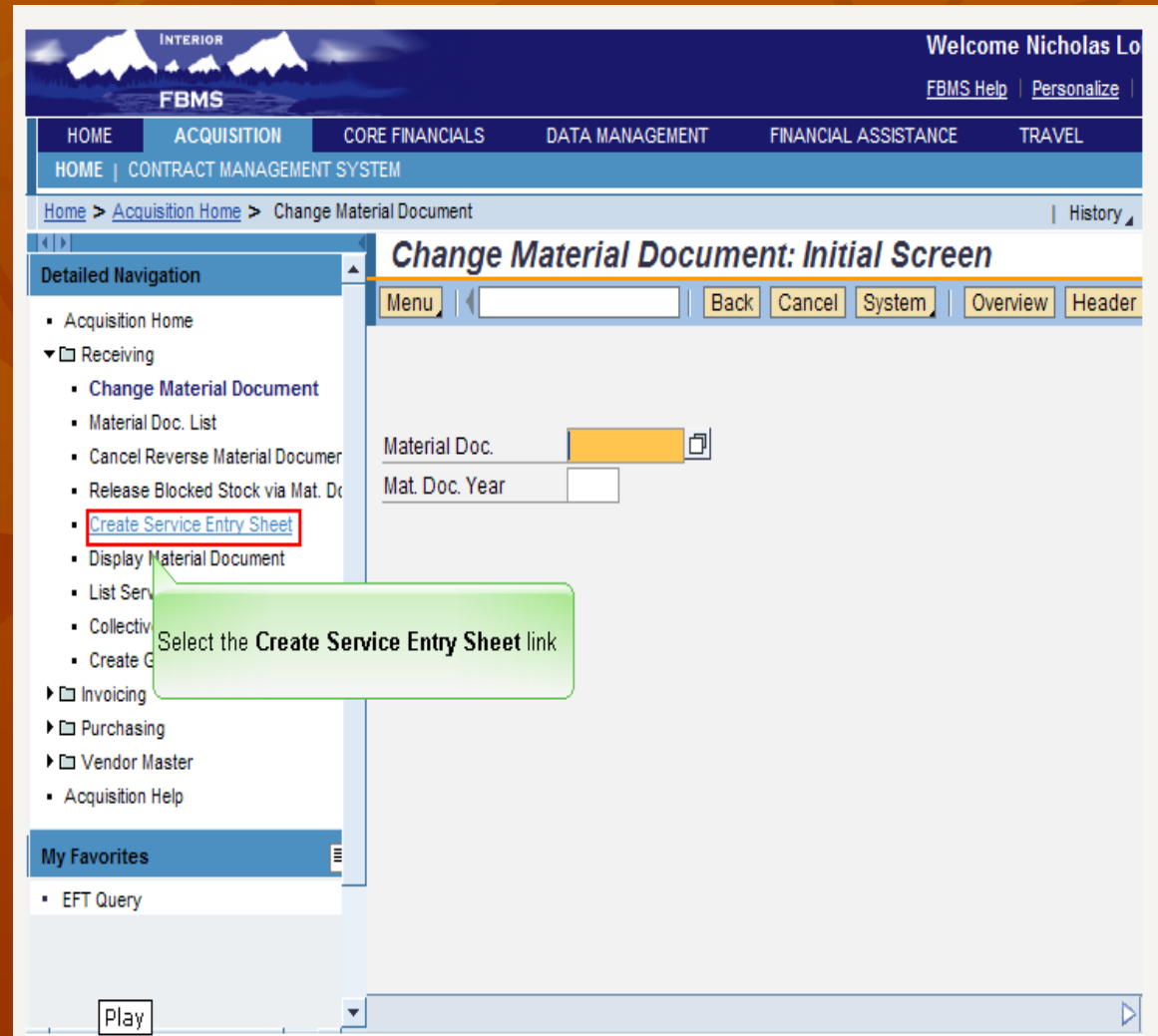
Posting Date: 08/17/2008

Submit

The **Document Date** field is used to document the actual date goods/services were received. The **Posting Date** field represents the date the Goods Receipt was created. Both dates will default to the date you are entering the GR. Change the **Document Date** field as necessary.

How do I create a Service Entry Sheet?

1. Click on Acquisition
2. Click on Receiving
3. Click on Create Service Entry Sheet.



- Remember:
 - Change your purchase order number!
 - On the new dialog box put the correct purchase order number, if the line item is applicable then click the continue (hint: it's the green check mark).

How do I know which line item to Receive?

- Click on Acquisition
- Click on Purchasing
- Click on Display Purchase Order
- Enter the Purchase Order Number
- Click on the File Folder to the right
- Select Display Purchase Order History
- Click on Item Detail for each line.

OR Run an EMIS report

- Click on EMIS
- Click on BEX Portfolio
- Select the BLM Folder
- Select the Acquisition Reports Bureau Wide Folder
- Select UDO v2 w/line item report
- Select Variable Screen
- Enter the relevant PO #
- Click Execute

- After you've input the Purchase Order Number then you click Create Entry Sheet.

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HOME ACQUISITION CORE FINANCIALS DATA MANAGEMENT FINANCIAL ASSISTANCE TRAVEL

HOME | CONTRACT MANAGEMENT SYSTEM

Home > Acquisition Home > Change Material Document > Create Service Entry Sheet

Service Entry Against Purchase Order L08PX00037 00010

Menu Back System Other Purchase Order Tree On/Off **Create Entry Sheet**

Purchase Orders/Entry Sheets

- ACQ_D4_INT_T42_BLM
- Wf03 testing
- Wf03 testing
- Wf03 testing

For Purchase Order L08PX00037 10

Short Text

Basic Data Accept. Data Vals

Click Create Entry Sheet

- Next you enter short text about what service was received be sure to include the Invoice number

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CORE FINANCIALS DATA MANAGEMENT FINANCIAL ASSISTANCE TRAVEL

SYSTEM

Material Document > Create Service Entry Sheet

Entry Sheet

Save Back Cancel System More...

Entry Sheet 1000011501 No acceptance

For Purchase Order L08PX00037 10

Short Text

Basic Data Accept. Data Vals Long Txt History

Acct Assgt Cat. Cost center

External Number

Service Loc.

Period ☒ - ☒

Price Ref. 10/2

PRsp. Intern.

PRsp. Extern.

Line	P	C	U	Service No.	Short Text	Qu
10						
20						

ned

The **Short Text** field is used to describe the service or material on the line item of the purchase order.



Other Information Required:

- Service Location is optional
- Period is the dates of service (actual) – both from and to for this SES.
- Short text under the basic data tab is a short description of what was received (copy and paste from description above).
- Quantity = 1 AU (Activity Unit).
- Gross Price – basic price before any discounts or other charges for this SES.

Basic Data Tab

http://component.geolearning.com/scorm/scorm_Launcher.aspx?paramString=1NF0903QGskJ9qndyx2G6vJhA/dm100ZTJXlWVR19pxCLLrd5nbq/q17

HOME ACQUISITION CORE FINANCIALS DATA MANAGEMENT FINANCIAL ASSISTANCE TRAVEL

HOME | CONTRACT MANAGEMENT SYSTEM

Home > Acquisition Home > Change Material Document > Create Service Entry Sheet

1000011501 Create Entry Sheet

Menu | Save Back Cancel System

The **Short Text** field is used to describe the service or material on the line item of the purchase order.

Entry Sheet 1000011501 No acceptance

For Purchase Order L08PX00037 10

Short Text

Purchase Orders/Entry Sheets

- ACQ_D4_INT_T42_BLM
- Wf03 testing
- Wf03 testing
- Wf03 testing
- Converted Obligation
- JANITOR SERVICES BLDG. 810
- ADP DATA ENTRY SERVICES
- EDUCATIONAL SERVICES
- TEST
- INSTALL ASSET
- ACQ_D4_INT_T43_BLM
- ACQ_D4_INT_T03
- ACQ_D4_INT_T03

Basic Data Accept. Data Vals Long Txt History

Acct Assgt Cat. Cost center

External Number

Service Loc.

Period ☒ - ☒

Price Ref. 10/2

PRsp. Intern.

PRsp. Extern.

Line	...	P	C	U	Service No.	Short Text	Qu
10							
20							

Other items:

Accept Data Tab

Doc Date: Must change the field to your acceptance date

Posting Date: Creation of the SES

Reference Field: Enter the Vendor Invoice number

Accept Data Tab

HOME
ACQUISITION
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DATA MANAGEMENT
FINANCIAL ASSISTANCE
TRAVEL

HOME | CONTRACT MANAGEMENT SYSTEM

Home > Acquisition Home > Change Material Document > Create Service Entry Sheet | History

1000011501 Create Entry Sheet

Menu
Save
Back
Cancel
System
Other Purchase Order
Tree On/Off
More...

H
Σ
|
|
|

Purchase Orders/Entry Sheets

ACQ_D4_INT_T42_BLM

Wf03 testing
Wf03 testing
Wf03 testing
Converted Obligation
JANITOR SERVICES BLDG. 81
ADP DATA ENTRY SERVICES
EDUCATIONAL SERVICES
TEST
INSTALL ASSET
ACQ_D4_INT_T43_BLM
ACQ_D4_INT_T03
ACQ_D4_INT_T03

Entry Sheet
1000011501
No acceptance

For Purchase Order
L08PX00037
10

Short Text
INSTALLATION

Basic Data
Accept. Data
Vals
Long Txt
History

Doc.
10/21/2008

Posting
10/21/2008

Reference

Doc. Text

The **Accept. Data** tab displays service acceptance information. The **Doc.** field can be used to enter the actual date the service was received/performed. This must be changed if the service date was in the past.

The **Reference** field can be used to enter the invoice number if it is known.

Line	...	P	C	U	Service No	Qu
10						1
20						

Other Tabs

Long Text for more comprehensive description

The screenshot shows the '1000011501 Create Entry Sheet' form with the 'Long Text' tab selected. The 'Entry Sheet' field is 1000011501, 'For Purchase Order' is L08PX00037, and 'Short Text' is INSTALLATION. A red box highlights the 'Long Text' input area, and a green callout bubble says 'Type Recommend approval and acceptance and click Enter.' The left sidebar shows a tree view with 'INSTALLATION' selected.

History Tab

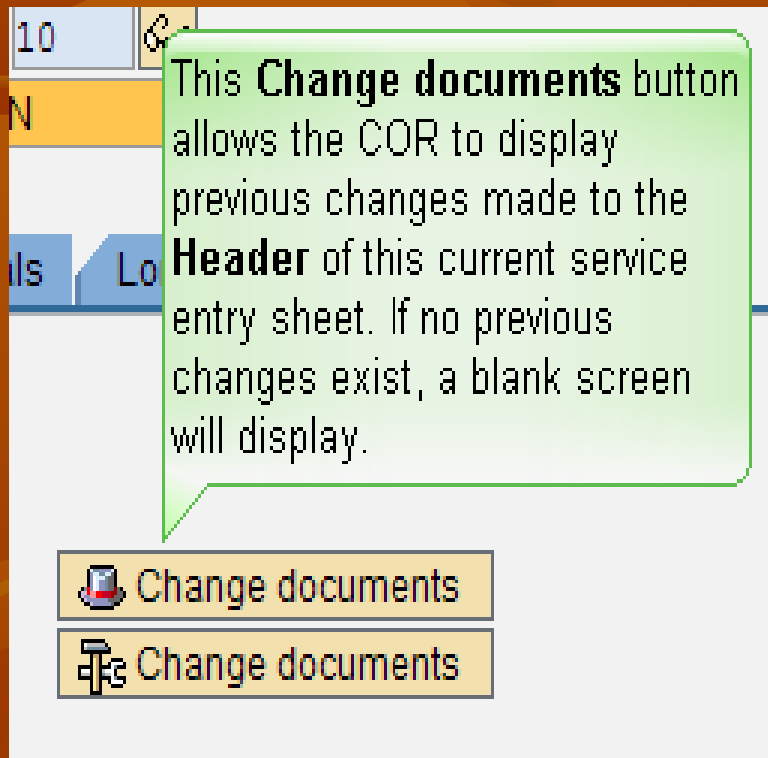
History Tab to look at receipts against the purchase order

The screenshot shows the '1000011501 Create Entry Sheet' form with the 'History' tab selected. The 'Entry Sheet' field is 1000011501, 'For Purchase Order' is L08PX00037, and 'Short Text' is INSTALLATION. The 'History' tab displays a table of receipts against the purchase order. A red box highlights the 'History' tab, and a green callout bubble says 'The History tab allows you to display the history of receipts against the purchase order number being used.' The left sidebar shows a tree view with 'INSTALLATION' selected.


Line	P	C	U	Service No.	Short Text	Qu
10					INSTALLATION	1
20						


Anything Else?

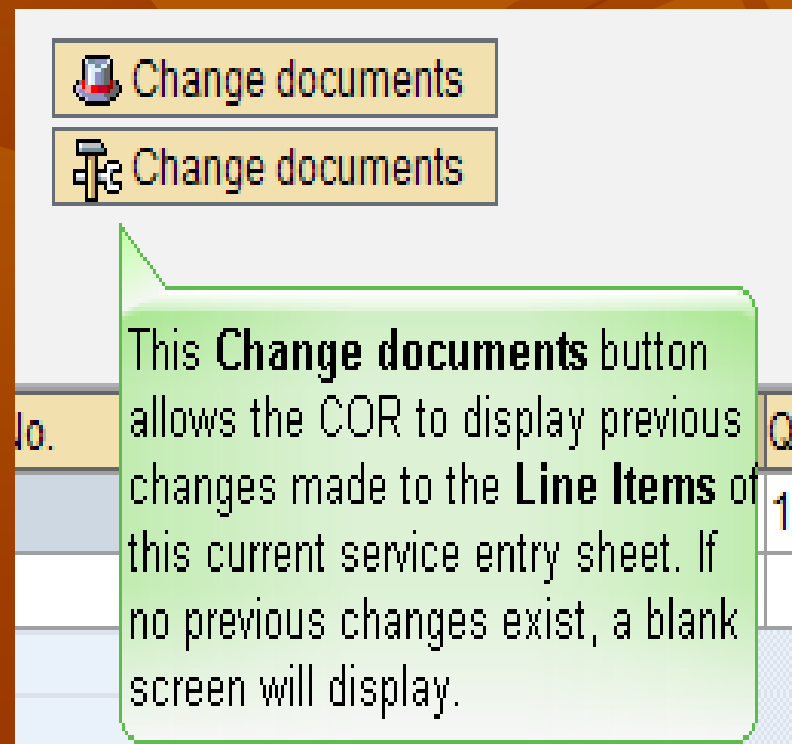
- Two buttons called Change Documents





This **Change documents** button allows the COR to display previous changes made to the **Header** of this current service entry sheet. If no previous changes exist, a blank screen will display.

 Change documents

 Change documents



 Change documents

 Change documents

This **Change documents** button allows the COR to display previous changes made to the **Line Items** of this current service entry sheet. If no previous changes exist, a blank screen will display.

Next Steps

- Be sure to click SAVE
- Pay attention to:
 - See the red light next to no acceptance. You have to release this sheet.
- To do this:
 - Click Display/Change
 - Click More
 - Click Release
 - Release code is Z1
 - Click Continue (the green check mark changes the light to Yellow)
 - Click Save (the yellow light has changed to green!)

Entry Sheet

Save Back Cancel System Other Purchase Order Tree On/Off More...

Entry Sheet 1000011501 No

For Purchase Order L08PX00037 10

Short Text INSTALLATION

Basic Data Accept. Data Vals Long Txt Hi

Acct Assgt Cat. Cost center

External Number

Service Loc. Herdon District Office

Period 08/01/2008 - 09/03/2008

Other Purchase Order

Tree On/Off

Display <=> Change

Create Entry Sheet

Copy Entry Sheet

Release

Block

Entry

Click Release

00011501 Change Entry S

Save E

Enter Release Code

Release code Z1

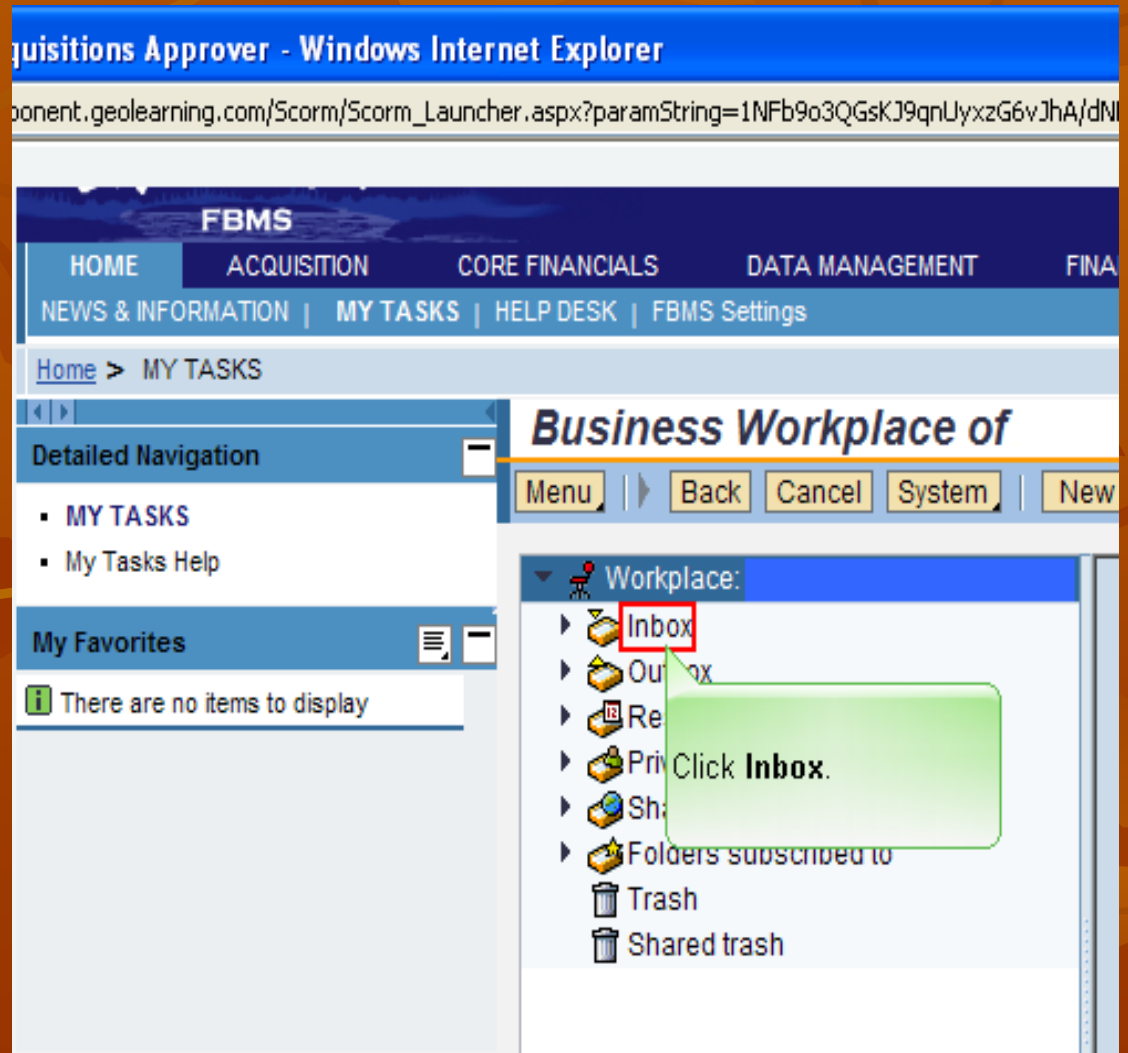
Click Continue

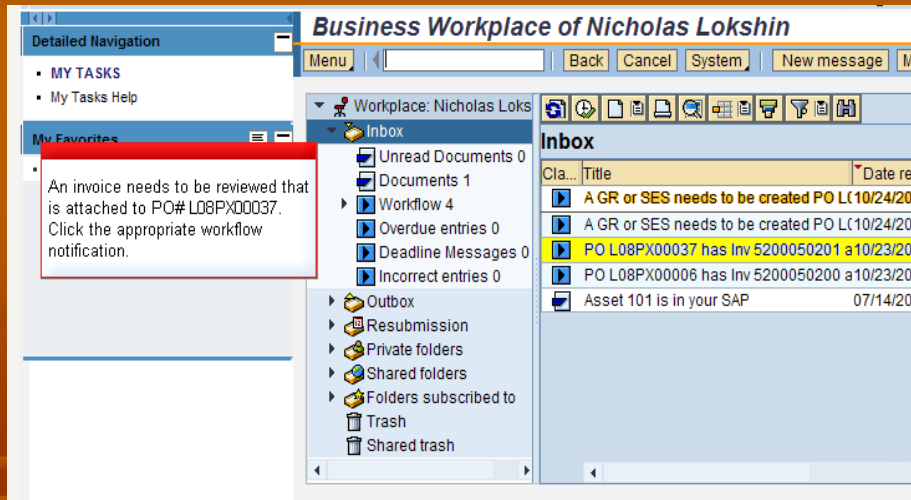
What happens if?

- An invoice is received and I've entered a GR/SES?
 - You will enter workflow to approve the invoice.

How do I get there?

1. Click on Home
2. Click on My Tasks
3. Click on Inbox
4. Click on Workflow



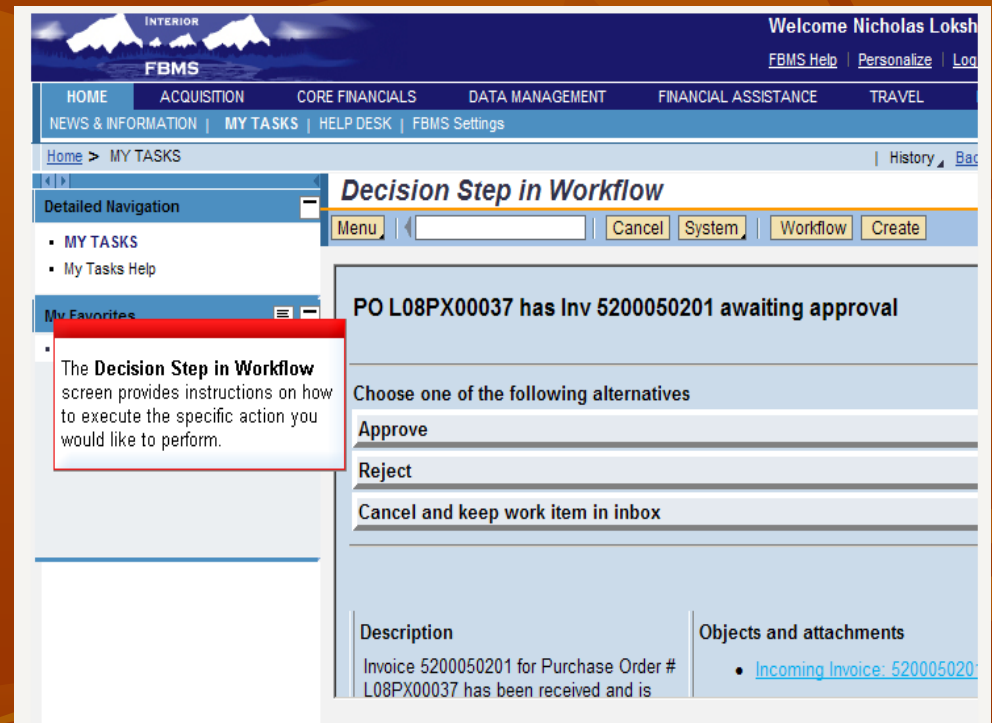


You'll see this screen and will highlight and double click the message notification you need to approve.

The decision step will always tell you what needs to be done and what options you have:

Approve
Reject
Cancel and Keep

You can also see the invoice referenced by clicking the link to the right



Once I've Viewed the Invoice what do I do?

- Click Cancel on the Screen to return to the Decision Step.
- Click approve or reject
- If you reject put in explicit information as to why you are rejecting it.
- If you hit the cancel and keep button you will have to return to the task to either approve or reject the invoice at a later time.

What happens if?

- An invoice is received and there is no GR/SES entered?
 - You receive an email telling you to go in and create a GR/SES.
 - You will enter my tasks and open the task to review the invoice.
 - The steps to enter workflow are the same as before but the decision work steps are different.

The Workflow Message Looks like...

HOME ACQUISITION CORE FINANCIALS DATA MANAGEMENT FINANCIAL ASSISTANCE TRAVEL

NEWS & INFORMATION | MY TASKS | HELP DESK | FBMS Settings

Home > MY TASKS History Back

Business Workplace of Nicholas Lokshin

Menu | Back Cancel System | New message M

Detailed Navigation

- MY TASKS
- My Tasks Help

My Favorites

An invoice has arrived that is attached to PO# L08PX00004. Click the appropriate workflow notification to review the invoice information.

Workplace: Nicholas Loks

- Inbox
 - Unread Documents 0
 - Documents 1
 - Workflow 2
 - Overdue entries 0
 - Deadline Messages 0
 - Incorrect entries 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Folders subscribed to
- Trash
- Shared trash

Workflow 2

Ex...	Title
	A GR or SES needs to be created PO L08PX00004
	A GR or SES needs to be created PO L08PX00004

- You still get the general information and the requirement you need to complete.
- You cannot select completed until the GR/SES has been entered and released/approved!
- To complete the GR/SES follow the steps previously outlined.

INTERIOR
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HOME | ACQUISITION | CORE FINANCIALS | DATA MANAGEMENT | FINANCIAL ASSISTANCE | TRAVEL
NEWS & INFORMATION | MY TASKS | HELP DESK | FBMS Settings

Home > MY TASKS | History | Back

Decision Step in Workflow

Menu | [] | Cancel | System | Workflow | Create

A GR or SES needs to be created PO L08PX00004

Choose one of the following alternatives

Completed

Canceled

Cancel and keep work item in inbox

Description
Invoice # 5200050203 for Purchase Order # L08PX00004 has been received and is

Objects and attachments
• [Incoming Invoice: 5200050203](#)

RQ

The **Decision Step in Workflow** screen at this point is providing different instructions than what was given when the GR/SES currently exist for an invoice.

You still have the option of clicking the Invoice link under **Objects and attachments** to review the invoice in detail before proceeding forward.

- After the GR/SES has been completed you will mark Completed on the task decision step and this signals accounts payable to post the invoice.
- If you hit cancel you must enter a reason why you are cancelling the invoice and not willing to do a GR/SES. This signals AP tech to either reverse the invoice or correct it.
- If you hit cancel and keep in inbox the task will remain in your inbox and you will need to come back and take action at a later time.

The background of the slide is a solid orange-brown color, overlaid with faint, stylized silhouettes of autumn leaves. The leaves are scattered across the frame, with some showing prominent veins. The overall aesthetic is warm and seasonal.

**What Happens If I Make
a Mistake:**

Some Numbers you need to know:

- Goods Receipt Movement Types:
 - 101 – Create/Approve Goods Receipt (Create and Approve at the same time (DEFAULT))
 - 102 – Reverse 101
 - 103 – Create Goods Receipt Only (For acceptance later)
 - 104 – Reverse 103
 - 105 – Create Goods Receipt Acceptance Only (when you created with 103)
 - 106 – Reverse 105



Utilize these numbers to...

- Back out a goods receipt.
- You will reverse the quantity and then do a new receipt for the correct quantity.
- For a service entry sheet you will follow the quick and easy SES Entry and Release Guide (begin on page 13).



Remember:

Your part in this process is important!

We cannot pay the vendors without you

We cannot accept over deliveries

We cannot maintain accurate records without you.

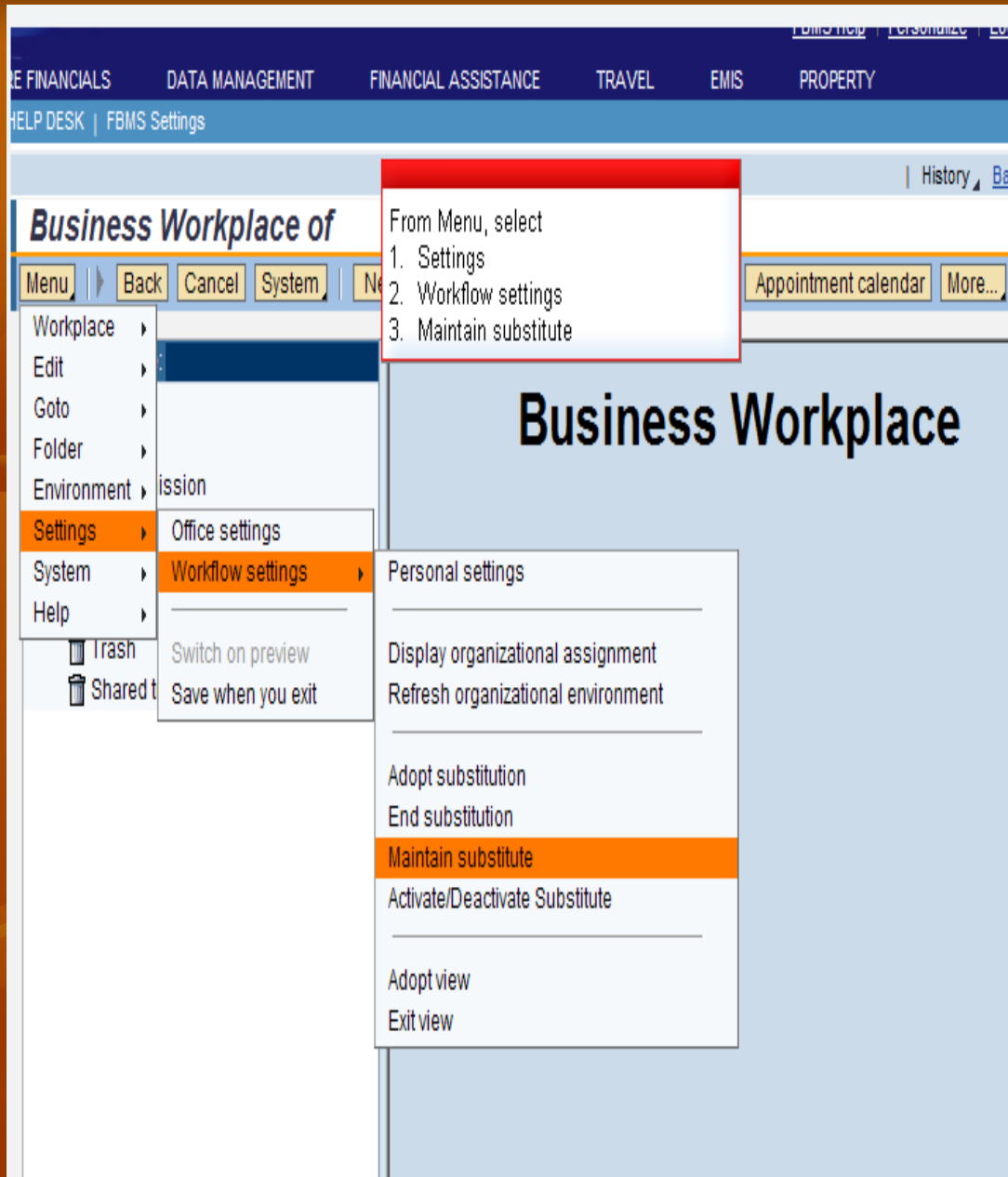
You as Receiving Official/COR are a vital part of the process with ensuring that invoices for goods and services are accurate and complete and that they are acceptable for payment.

So I am an important part, but what if?

You can establish a “substitute” for yourself.

Substitutes can be established for the length of time you are going to be gone and can be disabled should you return before hand.

It is really important you establish your substitutes before you leave the office so that business can proceed even when you are gone.



To get there:

1. From the portal click on Menu
2. Click on Settings
3. Click on Workflow Setting
4. Click on Maintain Substitute
5. REMEMBER:
A substitute must have the same role mapping as you to fulfill that role for you!

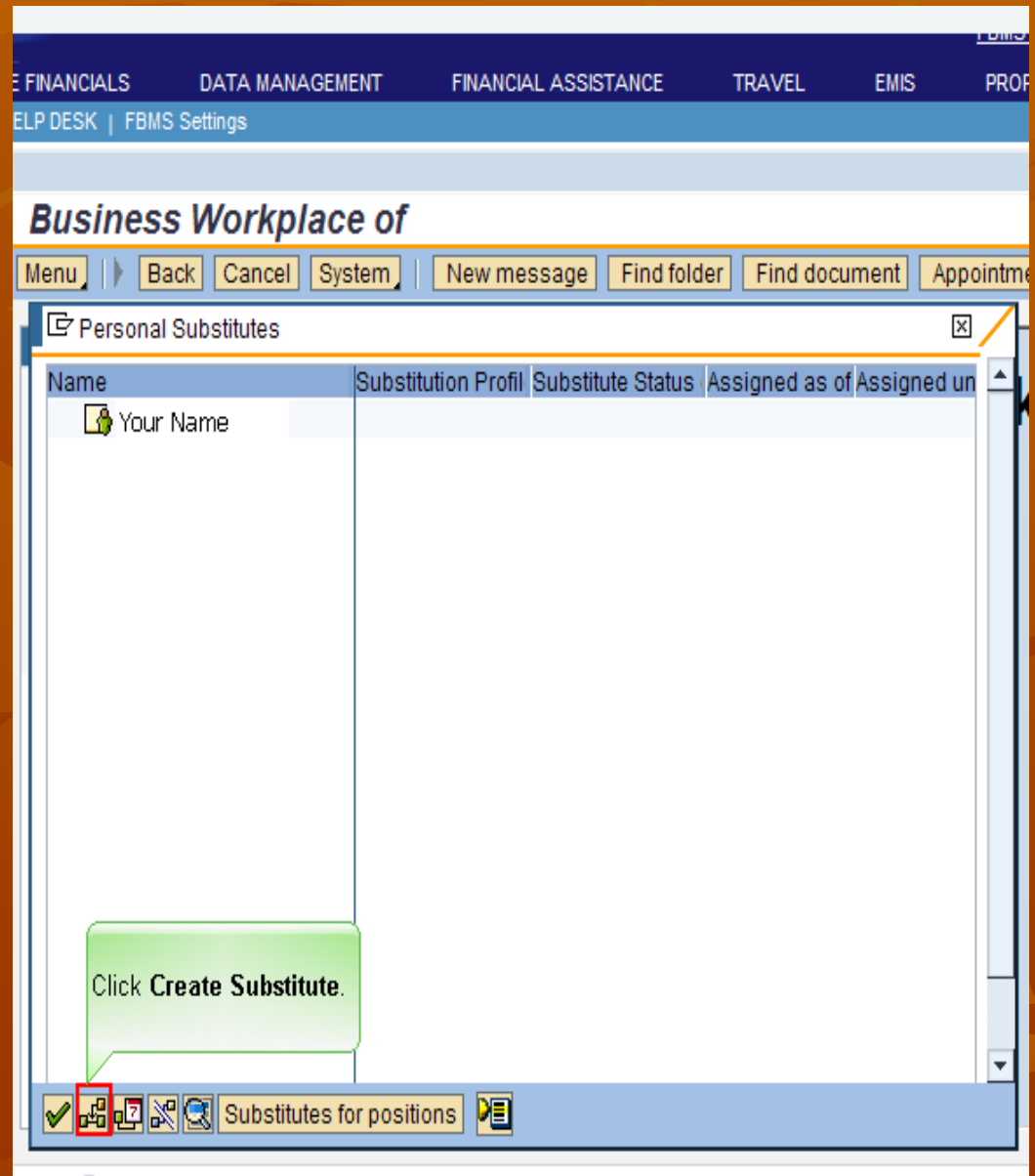
You'll see your name , be sure to highlight your name, and you will click the Create Substitute Button as shown below.

A search dialog shows up and you can utilize the wildcard (*) to help you search for your substitute.

i.e.. *NEL* will find all those entered into FBMS who have that string of letters in their name.

Once the list appears, select the name by highlighting it.


Don't forget to click the green check mark (continue)



FINANCIALS DATA MANAGEMENT FINANCIAL ASSISTANCE TRAVEL
HELP DESK | FBMS Settings


Business Workplace of

Menu | Back Cancel



 Detail Screen Substitution

Substitute for Your Name
Substitute BLM ACQ COR Receiving Official
☒ Personal substitution

Substitution data

Validity	09/08/2008	to	12/31/9999	
Profile		General substitution		

☐ Substitution active

Validity = period during which you want them to substitute.

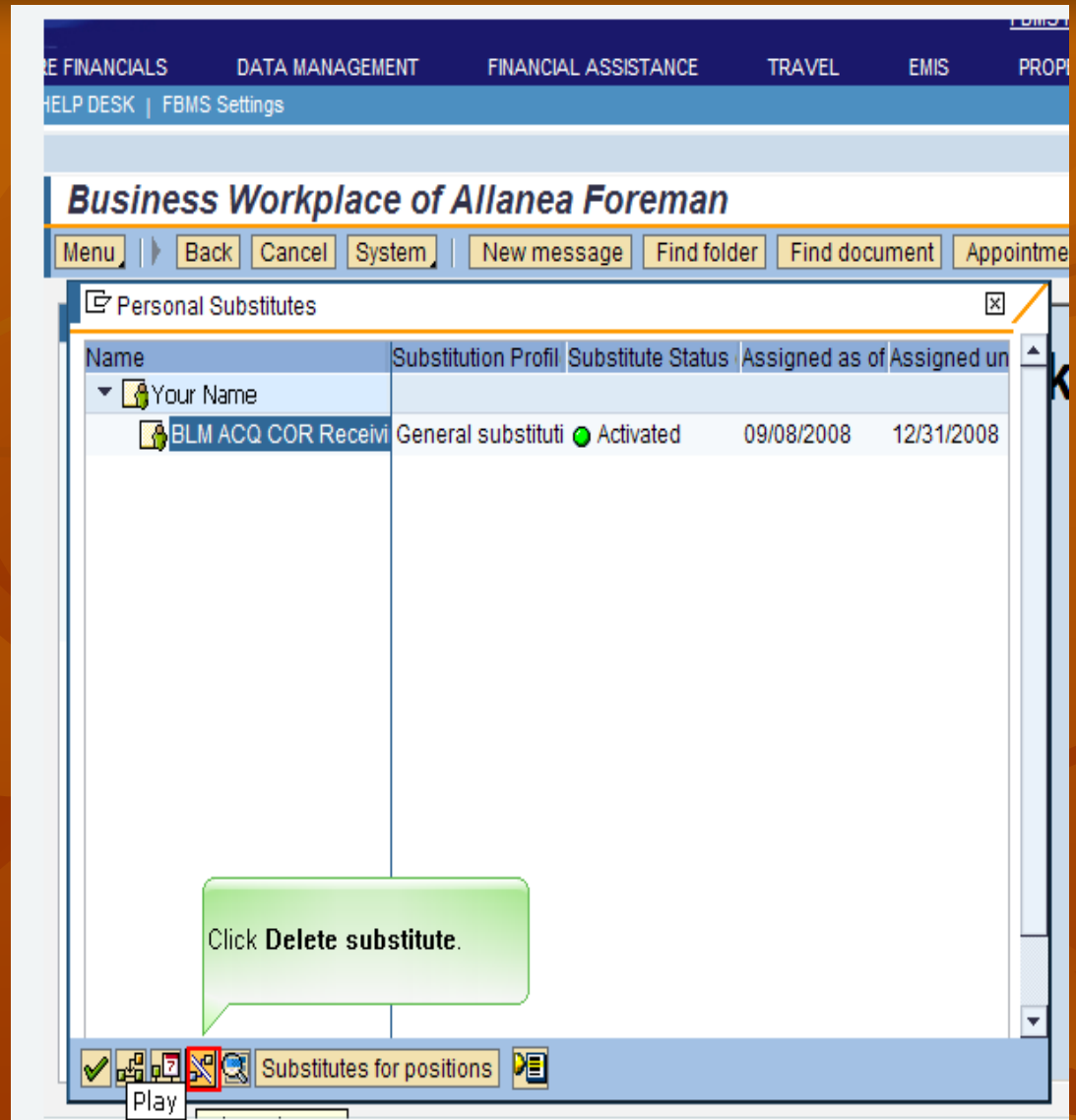
Once you've selected your dates be sure to check the substitution active box and click the disc symbol to save.

The proxy will automatically expire upon the last date of validity but if you return earlier you can simply go back to the workflow settings and click end substitute and then....

Select the name of the substitute and click the delete substitute button.

OR

If you want you may leave the substitutes name in the list and simply end the substitution until you need them the next time.



If I have questions?

Please review your training materials.

Please use the on-line help in FBMS – Click on Acquisition > Acquisition Help > Work Instructions

Please view AQ Notification/News area –(Click on Acquisition – and see the postings under AQ Notification/News.

Please view the BLM FBMS ALL users sharepoint site:
<http://teamspace/sites/fbmssteer>

Please request assistance from your FBMS ACQ SuperUser (generally your State/Center/WO Procurement Analyst

IF you still can not resolve your issue please submit a HelpDesk ticket (by Email: FBMS_HelpDesk@nbc.gov (be specific and include every detail) or from the portal create a helpdesk ticket – Click on Home (top level, dark blue band) > HelpDesk > Submit a Request for HelpDesk Support. To View your tickets and status thereof click on Fetch Ticket Status